



## Sales & Marketing Coordinator

- Expanding Scandinavian luxury brand
- Fantastic career opportunity and broad challenging role
- Part time with view to full time

### The company

Ole Lynggaard Copenhagen is Scandinavia's largest fine jewellery house with a passion for unique timeless designs and craftsmanship. Our Headquarters is based in Copenhagen in Denmark and we are successfully operating in a number of international Markets where we are experiencing significant growth.

### The position

We are looking for a highly motivated and switched on individual with a lot of initiative to join the team in our new Australian subsidiary based in Sydney CBD.

If you are the type of person that thrives on variety and is looking for an exciting opportunity to shine and prove what you really are capable of then this "hands-on" role is for you.

Your main area of focus will be to assist the General Manager on a day to day basis with all sales and marketing activities. The responsibilities will include:

- Sales administration and coordination with various departments in our Headquarter office in Denmark
- Manage inbound leads, coordinate sales meetings and prepare customer presentations
- Customer activity planning
- Produce marketing material, coordinate product launch and client communications
- Organise and coordinate sales related events, trade exhibitions and customer training programs
- Liaise with PR agency and coordinate B2B and B2C ad campaigns
- General office administration including travel arrangements, expense management, ingoing and outgoing mail correspondence, e-mail and phone enquiries

### Personal and academic skills

Your high multi-tasking and organisational skills will help you win this role along with exceptional presentation and client relationship skills. The successful applicant will have previous experience in sales/ marketing environment, excellent knowledge of MS Office Suite as well as a passion for design and fashion.

Although not essential, applicants with Danish language skills will be highly regarded. To be eligible to apply for this position you must have an appropriate Australian work visa.

If you are interested in joining us please send your resume including a letter of motivation to [Australia@olelynggaard.com](mailto:Australia@olelynggaard.com). For more information please contact Vibeke Weinreich Mignard on 02 8298 5705